

Communications Specialist - Under the direction of the Communication and Media Relations Director, this position is responsible for assisting in the publishing of citywide publications and maintaining media and governmental relations. This position will serve as a contributing writer, photographer and layout artist for city and employee newsletter and the city government access channel; assist in developing and maintaining content for city intranet; and assist with the development of communication themes and programs by attending and contributing to various meetings. This position will also be responsible for assisting in crisis management, including communication to media and public during emergencies through press releases, media briefings, and press conferences. Successful candidates will also be able to establish good rapport with external community agencies and perform general office administrative tasks to include filing, sorting, word processing and data entry. Candidates must have a Bachelors Degree in Communications, Public Relations, Journalism, Marketing or related field from accredited four-year college or university plus two (2) years experience in Media, Public Relations or Journalism with emphasis on the copy writing, design, layout, editing of newsletters and other publications or equivalent combination of education and experience. Candidate must also have proven skills in communicating courteously and effectively with citizens, media and city departments; ability to inspire and motivate employees and the public to participate in events; ability to complete assignments in stressful environment with limited supervision; ability to read, analyze and write general business periodical; and strong English written and oral communication skills. Must have valid State of Texas Driver's License and may be required to work some evenings and weekends. Must pass pre-employment drug screen and MVR check. Salary \$17.20/hourly + benefits.

Position subject to close without notice. EOE